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NO

DFAS-DENVER CENTER DENVER CO//ANBG//

AIG 8623

AIG 8624

AIG 8626

AIG 9411//IMPD//MSIPD//

361TTS SHEPPARD AFB TX//TTGBF//

INFO SAF WASHINGTON DC//FMPB/MIIR/AAIPSP/AAISML//

DFAS-HQ WASHINGTON DC//A/F//

ZEN / DAO-DE CLOSURE DENVER CO//F//

ZEN / DFAS-DENVER CENTER DENVER CO//

AAB/WF/ADR/ANB/AO/WAP/IR/DRA/ANC//

ZEN 3415MSSQ LOWRY AFB CO//MSI//

UNCLAS

SUBJECT: INTERIM MESSAGE CHANGE (IMC) 94-4 TO AFR 177-101.

FEBRUARY 15, 1991

PART I 1. PAGE 52, SUBPARAGRAPH 6-13A. AFTER THE FIRST

SENTENCE, ADD THE FOLLOWING: " (NOTE: DAO'S ARE APPOINTED BY
DFAS-DE / AOR.)"

2. PAGE 54, SUBPARAGRAPH 6-14A. CHANGE THE FIRST SENTENCE TO
READ: "BEFORE PERFORMING DISBURSING DUTIES, AN AFO / DAO SENDS

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DFAS-DE / AOR AND SERVICING FRB A COMPLETED FMS FORM 5583,
SIGNATURE CARD (FIGURE 6-2), AND FMS FORM 3023, SPECIMAN SIGNATURES
(FIGURE 6-3)."

2. PAGE 55, SUBPARAGRAPH 6-19A. AFTER LAST SENTENCE, ADD THE
FOLLOWING: "(NOTE: SEE DODFMR 7000-14.R, VOLUME 5, PARAGRAPH
020305.B-3 FOR DEPUTY DAO'S.)"

3. PAGE 56, SUBPARAGRAPH 6-20A. AFTER LAST SENTENCE, ADD THE
FOLLOWING: "(NOTE: ESTABLISHMENT OF DEPUTY DAO'S ARE DONE IAW
DODFMR, VOLUME 5, PARAGRAPH 020305.A.)"

4. PAGE 56, PARAGRAPH 6-21.

A. AFTER THE LAST SENTENCE IN SUBPARAGRAPH 6-21B ADD: "(FOR
DEPUTY DAO'S, SEE DODFMR, VOLUME 5, PARAGRAPH 020602.C.)"

B. AFTER THE LAST SENTENCE IN SUBPARAGRAPH 6-21C ADD:
"SUBMISSION IS A ONE-TIME REQUIREMENT, BUT SHOULD BE REVIEWED
PERIODICALLY TO ENSURE THE SIGNATURE HAS NOT CHANGED."

2. PAGE 74, PARAGRAPH 7-10. CHANGE THE LAST SENTENCE OF THIS
PARAGRAPH TO READ: "FOLLOW PROCEDURES IN CHAPTER 6, SECTION D
FOR ESTABLISHMENT AND TERMINATION OF THE POSITION, AND DODFMR, VOL 5
FOR APPOINTMENT."

3. PAGE 74, SUBPARAGRAPH 7-14A(1). AFTER LAST SENTENCE ADD,

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"ALSO SEE DODFMR 7000.14-R, VOLUME 5, PARAGRAPH 020906.E."

2. PAGE 74, PARAGRAPH 7-16. DELETE AND REPLACE WITH,

"APPOINTMENT OF IMPREST FUND CASHIER. APPOINTMENT IS DONE BY

LETTER OF APPOINTMENT SIGNED BY THE SALES ACTIVITY (I. E.,

CONTRACTING OR TRANSPORTATION OFFICE) COMMANDER IAW DODFMR, VOL 5,

PARA 020905. (NOTE: INITIAL ESTABLISHMENT OF AN IMPREST FUND IS

APPROVED BY THE CONTRACTING OFFICER THROUGH THE DISBURSING OFFICER

(DO), TO THE BASE / WING COMMANDER FOR APPROVAL.) ANG IMPREST FUND

CASHIERS ARE APPOINTED BY THE APPROPRIATE STATE ADJUTANT GENERAL PER

AFR 10-7, CHAP 6. SEE AFR 177-102, PARAGRAPH 17-7, FOR PAYMENT OF

TRAVEL ADVANCES TO ANG PERSONNEL. NOTE: DISBURSING OFFICERS AND

INDIVIDUALS RESPONSIBLE FOR ORIGINATING, APPROVING AND PROCESSING

REQUIREMENTS ARE NOT ELIGIBLE FOR APPOINTMENT AS IMPREST FUND

CASHIERS."

3. PAGE 74, PARAGRAPH 7-17. CHANGE THE LAST SENTENCE TO READ, "THE

ALTERNATE IS APPOINTED BY LETTER OF APPOINTMENT."

4. PAGE 76, PARAGRAPH 7-25.

A. DELETE SUBPARAGRAPH 7-25A AND REPLACE WITH THE FOLLOWING: "REQUEST

FOR APPOINTMENT. THE INITIAL REQUEST FOR THE ESTABLISHMENT OF A

CHANGE FUND IS SUBMITTED BY SALES ACTIVITY COMMANDER THROUGH THE

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DO TO THE BASE / WING COMMANDER FOR APPROVAL. SUBSEQUENT CHANGES IN THE
CHANGE FUND CUSTODIAN OR ALTERNATE ARE COORDINATED WITH THE DO AND
APPROVED BY THE SALES ACTIVITY COMMANDER (I.E., THE COMMISSARY OR
CONTRACTING OFFICER). THE LETTER OF APPOINTMENT AND WRITTEN OPERATING
INSTRUCTIONS MUST CONTAIN THE FOLLOWING:"

A. ADD SUBPARAGRAPH 7-25A(7) AS FOLLOWS: "(7) THE CUSTODIANS'
ACKNOWLEDGMENT OF THE APPOINTMENT USING THE STATEMENT, "I AGREE
TO HOLD MYSELF ACCOUNTABLE TO THE UNITED STATES FOR ALL PUBLIC FUNDS
RECEIVED." ALSO A STATEMENT THAT THE INDIVIDUAL HAS BEEN COUNSELED AS
TO THE PECUNIARY LIABILITY AND HAS BEEN GIVEN WRITTEN OPERATING
INSTRUCTIONS."

B. REPLACE THE FIRST SENTENCE OF SUBPARAGRAPH 7-25B WITH THE
FOLLOWING: "THE BASE / WING COMMANDER OF THE INSTALLATION WHERE
THE FUNDS WILL BE STORED APPROVES THE ESTABLISHMENT OF A CHANGE
FUND."

2. PAGE 118.8, SUBPARAGRAPH 13-7D. DELETE THE SUBPARAGRAPH
AND REPLACE WITH THE FOLLOWING: "PREPARE CERTIFICATION OF DEPOSIT
FUND BALANCES QUARTERLY. SEE PARAGRAPH 27-53B AND FIGURE 27-11.
INCLUDE THE CERTIFICATION AS AN ATTACHMENT TO RCS: HAF-ACF (SA) 7105."

3. PAGE 223, PARAGRAPH 27-53.

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A. DELETE SUBPARAGRAPH 27-53A(1) AND REPLACE WITH: "(1) RECONCILE
DETAIL RECORDS TO SUBSIDIARY LEDGER BALANCES AND SUBSIDIARY LEDGER
BALANCES TO THE OPEN DOCUMENT LISTING (PROGRAM NBQ730) AND ALLOTMENT
LEDGER."

B. CHANGE SECOND SENTENCE OF SUBPARAGRAPH 27-53B TO READ:

"DEPOSIT FUND ACCOUNTS 57X6050, 57X6136, 57X6275.0001,
57*6763.XXXX, 57X6875.0020 THROUGH .0040, AND 57X6875.MED1 AND
.MED2 ARE EXEMPT FROM THE AGING SCHEDULE REQUIREMENT."

C. DELETE SUBPARAGRAPH 27-53B(2) AND (3) AND REPLACE WITH: "(2)

REQUEST ASSISTANCE FROM DFAS-DE / ADC AS REQUIRED. (3) QUARTERLY,
SUBMIT THE MONTHLY AGING SCHEDULES TO DFAS-DE / ADC BY THE 15TH
WORKDAY FOLLOWING THE END OF THE QUARTER. ATTACH ALL AGING
SCHEDULES WITH ANNOTATIONS FOR ITEMS OVER 180 DAYS TO THE
QUARTERLY CERTIFICATION OF DEPOSIT FUND BALANCES."

D. IN SUBPARAGRAPH 25-53C, FIRST SENTENCE, CHANGE "AS OF 31

MARCH AND 30 SEPTEMBER EACH YEAR" TO "QUARTERLY" AND IN THE THIRD
SENTENCE, CHANGE "SEMIANNUAL" TO QUARTERLY".

E. IN SUBPARAGRAPH 27-53D, CHANGE THE REFERENCE TO "AF FORM 1342,
DAILY CASH ACCOUNTABILITY AND TRANSACTION SUMMARY, SECTION C" TO

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"SEE AFR 177-108" TO "SEE DODFMR 7000.14-R, VOLUME 5.

PART II

1. DO NOT POST THIS PART TO YOUR REGULATION.
2. THIS IMC WILL NOT BE INCORPORATED INTO PAGE-INSERT CHANGE 3
SINCE IT HAS ALREADY BEEN SUBMITTED FOR PUBLICATION, BUT WILL BE
INCORPORATED IN FUTURE PAGE-INSERT CHANGE 4.
3. NOTE TO HAF-ACF (SA) 7105 REFERENCED IN PART I, NUMBER 11
(ABOVE): THE SEMIANNUAL (SA) REPORTING FREQUENCY HAS BEEN CHANGED TO
QUARTERLY, BUT THE TITLE OF HAF-ACF (SA) 7105 WILL CONTINUE TO BE USED
UNTIL IT CAN BE CHANGED IN THE SYSTEMS.
4. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MSGT SCOTT.
DFAS-DE / ANAB, DSN 926-7471 OR COMMERCIAL (303) 676-7471. POINT OF
CONTACT FOR AFR 177-101 IS MS. MICHELLE RENDON, DFAS-DE / ANBG, DSN
926-6558.

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